

PWE – Professional Services Selection FY 14

Questions and Responses

Emailed Questions

Question: I have registered and downloaded the RFQ's but I have not received a confirmation email. Is there any way I can have the confirmation emails sent again?

Answer: After registration, you will receive an e-mail for each RFQ you download. The e-mail will include the "SOQ Submission Table". E-mails are sent within 2-3 days of Registration. Please email pwapss@houstontx.gov, of any issues.

Question: What is the M/WBE goal?

Answer: The M/WBE subcontracting goal for Professional Services Contacts is 24% unless specified otherwise.

Question: RFQ E14-03 Engineering Services for Local Streets Projects; RFQ P14-02 Pre Engineering Services for Local Street Improvements Projects.

What is the M/WBE goal for these projects? We are an M/WBE firm; will our participation count towards the goal?

Answer: If you are a registered City M/WBE Firm submitting as a Prime you cannot receive credit towards the M/WBE Goal.

Question: In the Qualifications section of the proposal, may we use a two-column format for the text?

Answer: Yes.

Question: Who should we address the Transmittal Letter of Interest to for the City's Request for Qualifications?

Answer: Address transmittal Letters of Interests to City of Houston, Public Works and Engineering Department. Attention: Professional Services Selection.

Question: Are there any engineering reports and plans available for the projects included in RFQ E14-08, E14-09, E14-10, E14-13 and E14-14, that would show the proposed force main and gravity sewer routing, design criteria, lift station sizes and types, etc.? If available where they be available for viewing and are copies available?

Answer: The scope of work provides enough details to address the required qualifications for the RFQ(s). No such additional information is available.

Question: For RFQ EF14-08: What size and material type are the force mains?

Answer: The scope of work provides enough details to address the required qualifications for the RFQ's. No specific information is available during this process.

Question: For RFQ 14-08: Does the City have a preference of the type of physical inspection for the force mains? Can the force mains be dewatered to perform internal CCTV inspection, can test pits be dug along the force main to perform ultrasonic testing and is it allowed to take coupons of the pipe for testing?

Answer: The City's preference will be for proposed design that allows for both quality of constructed infrastructure and minimized operational impact during design and construction.

Question: Will the City consider separating out this Selection DW14-01 S01 from the CIP process to allow for the possibility that a consultant might be selected twice by the CITY, once for the DW14-01 SO1 project and again for any of the remaining projects? This would encourage more consultants to submit for this CIP that would otherwise pass on this opportunity.

Answer: The City will consider the best qualified SOQ for this type of work. Consultants are encouraged to submit for all RFQs in which they can demonstrate appropriate qualifications. The overall issue was covered by the Director at the Pre-submittal Meeting on June 20th.

Question: If a Firm submits as a Prime on any given RFQ does this preclude them from being a sub-consultant to another Firm that will also be submitting as a Prime for the same selection?

Answer: A Firm can submit as a prime and also be a sub consultant for the same RFQ/selection. All Primes and Subs should be mindful of the 10-Team Rule.

Question: Are the Cover Letters limited to one page and should it be in the SOQ Format?

Answer: The cover Letters are not limited to one page. No specific format is required.

Question: Are there any other forms required by the subconstutants other than the Letters of Intent? Are the subconsultants required to submit the POP Acknowledgement Form?

Answer: If the Subconsultant qualifies under the guidelines of the Play or Pay Program then they are required to submit the POP Form. Otherwise it is up to the Prime's discretion.

Questions from the June 20, 2013 Pre-submittal Meeting

Question: If I use Gmail(or other internet email domain), can I copy/paste the SOQ Submission Table into my Outlook and send/reply back to pwepss@houstontx.gov?

Answer: It is strongly recommended that you reply directly from your Gmail (or other internet email domain). This way all settings from the email sent to your Gmail are intact. Copy/paste from Gmail into Outlook platform then send/reply back to pwepss@houstontx.gov, will alter the settings; hence, your data could be incorrectly retrieved from our system. If feasible, we strongly recommend using Outlook instead of other internet domain, in order to ensure the support of all features.

Question: What is the timeframe of the selection and what is the procedure for notification?

Answer: When the selections are finalized and approved by the COH, an email will be sent to all registered firms that the selections are posted to the PWE website.

Question: Clarify the page limitation for the SOQ submittal.

Answer: Please refer to the RFQs for details. Cover page is not included in the 8 page count.

Question: Clarify the 10-Team Rule.

Answer: A firm can be a proposed subconsultant on up to 10 teams per RFQ. If this rule is violated, all Teams in which the subconsultant is a part of will be disqualified from selection on that particular RFQ.

Question: Can you choose to submit on a particular selection(s) of an RFQ?

Answer: Yes, however RFQs with multiple selections have a similar scope of work.

Question: Clarify Early Selection.

Answer: The contract for the selection may be awarded in 1st Quarter FY15.